



Oakville galleries

## **EDUCATION POLICIES**

### **1. MEMBERSHIP DISCOUNTS**

To receive discounted program membership pricing, you are required to have purchased your membership before registration. Refunds will not be issued for individuals buying memberships at the same time as program registration or after program registration.

### **2. LOCATION**

Unless otherwise noted, all sessions will be conducted at Gairloch Gardens. The drop off, pick up, and general meeting point will be outside the Education Centre at the east-side entrance of Oakville Galleries in Gairloch Gardens, 1306 Lakeshore Road East, 2 km from downtown Oakville.

### **3. PARKING**

Free parking at Oakville Galleries is provided by the [Town of Oakville](#). Parking is available in the main Gairloch Gardens lot immediately off of Lakeshore Road East. A limited number of spots are also available next to the gallery entrance and the Education Centre.

Please note the laneway leading to the parking lot has a speed limit of 15 kilometres per hour. Parking is not permitted on the laneway or on the grass.

### **4. DROP-OFF + PICK-UP**

Most courses, workshops and camps will occur in the Education Centre, unless otherwise noted. The Education Centre is located on the main floor of Oakville Galleries' Gairloch Gardens location.

**Kids Programs, PA Days, and Camps:** Government-issued photo identification must be provided to pick up child(ren); and the name and photo on the Identification must match Oakville Galleries' records of approved Guardians. We cannot release a child to someone who is not listed on our attendance sheet.

#### **Kids Programs**

Please note drop-off and pick-up times are not extended for half day classes and workshops.

#### **PA Day and CAMP TIMES**

The Drop-Off window will be from **9:00 - 9:30 AM** on each day of camp with camp programming commencing at 9:30 AM. The Pick-Up window will be from **4:00 - 4:30 PM** with camp programming ending at 4:00 PM. **No extended care is provided.**



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Late Arrivals and Early Pick-ups should be communicated directly to the Education Manager with as much advance notice as possible.

### **5. AGE REQUIREMENTS**

Registrants must meet the program's minimum age requirement by the program start date.

### **6. WHAT TO BRING**

#### **SNACKS + LUNCHES**

- Oakville Galleries is a nut-free facility. Please do not send your child(ren) with any products that contain peanuts or tree nuts, including Nutella, substitute nut spreads, and pesto.
- Please do your best to pack a litterless lunch and / or snack.
- Please send your child(ren) with a refillable water bottle.
- Please note that we do not allow children to share their food with one another.

#### **WHAT TO WEAR**

- Dress for art making! Please note, aprons and smocks are not provided.
- Dress for the weather! Outdoor programs will run rain or shine. Participants should dress for the weather and temperature. Alternative indoor venue spaces will be provided should the weather outside become unsafe.
- Closed-toed shoes are required.
- For summer camps, please provide your child(ren) with Sun Protection (Hat, Sunscreen, etc.)

### **7. MEDICAL RELEASE FORM**

Each registrant will be required to submit a [Medical Release Form](#) signed by their Parent/Guardian.

### **8. REFUNDS AND CANCELLATIONS**

All refunds requested by registrants may be subjected to a \$25.00 administrative charge. Requests for a program registration cancellation that are eligible for a full refund must be made at least 14 days or more prior to the start date of the program.

There are no refunds for cancellations requested less than 14 days before the program begins.



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Oakville Galleries reserves the right to cancel or combine classes if a minimum enrollment number is not met. If Oakville Galleries cancels a program, registrants will be notified up to a week prior to the start of the program, and registrants will be offered a full refund.

With respect to programs that Oakville Galleries facilitates in partnership with the Oakville Public Library (OPL), if you cannot make a session, please cancel your spot via OPL's registration platform or email [oplprograms@oakville.ca](mailto:oplprograms@oakville.ca)

### **9. MISSED CLASSES**

In the event that a participant is unable to attend a scheduled class during the scheduled program, make-up dates, refunds, or credits will not be provided.

### **10. WAITLIST**

We keep a waitlist once a program has met its maximum enrollment. Persons on the waitlist will be notified as space becomes available. The waitlist will be in place for that specific program only and will be erased once the program finishes.